



January 12, 2021

Greetings Students,

Happy New Year and thank you for choosing Kalamazoo Valley Community College. We look forward to the start of Winter Semester 2021 on Friday, Jan. 15. I am writing to assure you that the college continues to prioritize the safety of faculty, staff, our students and the communities we serve.

If you are joining us for face-to-face classes, you can feel confident that the college is doing everything it can to make attending classes here safe. We have clear expectations about the use of face coverings, safe social distancing, hand washing, sanitation, daily health screenings and other required protocols to help minimize the spread of the virus on our campuses. Specific details of these expectations can be found at www.kvcc.edu/coronavirus. Please complete the [Health Screening Assessment](#) each day before you attend on-campus classes.

We remain in collaboration with public health leaders and state and local governmental to ensure that the college remains in compliance with all recommended public health protocols. If conditions change, the college will pivot to remain in compliance with all guidelines for health and safety.

For those who plan to attend classes virtually, the entire college has mobilized to make your experience rewarding. Many services, both virtually and in person, are available for all students. More information about these services follows below.

Unfortunately, COVID-19 (Coronavirus) has become a part of our lives. This affects us all. However, we look confidently to the future and your success! Creating a safe and healthy environment at the college is a shared responsibility. Practicing public health safety recommendations every day, both on and off campus, will help to keep us all safer, all the time.

Best wishes for a great semester!

Sincerely,

A handwritten signature in black ink that reads 'L. Marshall Washington'. The signature is fluid and cursive, with a long, sweeping underline.

L. Marshall Washington, Ph.D.
President



Safety Protocols for Winter Return

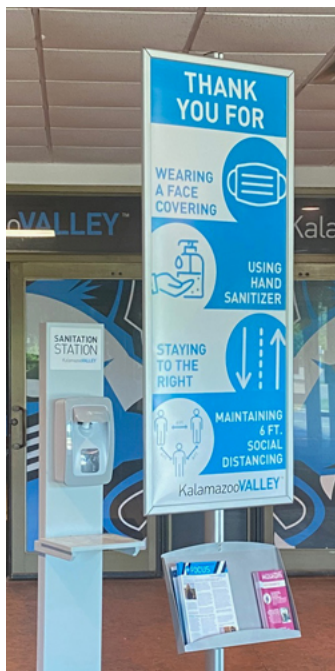
Personal accountability is key to keeping our campuses healthy and welcoming. We must be responsible for ourselves and for one another. Faculty, students and staff all play a part in helping to ensure that everyone who visits our buildings has peace of mind. Across all campuses, the college is increasing the cleaning of high-traffic areas and high-touch surfaces such as handrails, benches, tables, handles and restrooms. At a minimum of once per day, all surfaces are being wiped and disinfected using products that have been confirmed to kill the COVID-family of viruses. While not a comprehensive listing, the following are just some of the ways we are working together to create safe campus environments. This is an on-going process and we welcome your suggestions.

Classrooms and Labs

Cleaning kiosks are available in or near all classrooms and labs. Faculty, students, staff and administrators play a key role in ensuring our academic spaces are cleaned as needed throughout the day. Facilities Services will be disinfecting all classrooms and labs used on a daily basis.

Signage

Consistent campus signage has been developed covering aspects regarding required face covering use, cleaning practices, social distancing and traffic flow. Additionally, daily health screening questionnaires are posted at all entry points. Signage is strategically placed to ensure that necessary information is clearly communicated.



Hand Sanitizer

Freestanding sanitation stations, hand sanitizer pumps and wall-mounted sanitizer dispensers have been

made available in more than 100 locations and will be maintained by Facilities Services.

Cleaning Kiosks & Caddies

Cleaning kiosks are available in numerous campus areas to provide the tools for cleaning any space at any time it is needed. Each kiosk includes gloves, paper towels, disinfectant spray and instructions for use. In areas with specific needs, cleaning caddies with cleaning supplies customized to the area are provided.

Air Quality

Facilities Services has worked to enhance air ventilation systems for optimum performance. More than 600 air handling unit filters have been upgraded to hospital-grade MERV14 filters. Additionally, we have increased the number of times the air is turned over in the building per hour, exceeding CDC recommendations. This process also involves the bringing in of fresh outside air at a higher rate. All radiant heat systems have been deep cleaned for improved air quality. Return air vents have been deep cleaned in all areas including classrooms, labs, office spaces, public areas, hallways and restrooms.

Restrooms

Facilities Services is replacing all manual restroom fixtures, eliminating drying systems and converting to electronic touchless fixtures. This effort helps to eliminate the transmission of bacteria and viruses on common touchpoints. Proper social distancing protocols have been incorporated into the overall layout of restrooms.

Facilities Services is monitoring and cleaning restrooms regularly. If you would like to have a restroom cleaned before your use we recommend using the resources at the cleaning kiosk, spraying down the provided paper towels with the cleaning product and bringing it into the space with you.

Touchless Bottle Filling Stations

Facilities Services is actively altering drinking fountains in all buildings to only touchless drinking water dispensers. Filters in these dispensers for filling personal water bottles have been replaced.

We look forward to working with you to ensure our campuses stay healthy and safe. If you have questions, please email facilities@kvcc.edu.

STUDENT SERVICES

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Need Assistance? Student Services can Help!

Students who need assistance should contact the departments below to schedule:

1. Virtual appointments
2. In-person appointments (by appointment only beginning Jan.19, unless noted)

Call or email for an appointment so that we can best serve you. You can also [self-schedule](#) your appointment through MyValley. Click on "Schedule an Appointment with Student Services" under

My Links.

Student Services Contact List

Admissions, Registration and Records: arr@kvcc.edu or 269.488.4281

Advising and Counseling: counseling@kvcc.edu or 269.488.4040

- In-person appointments available beginning Jan. 11.
- Virtual drop-ins - no appointment necessary Jan. 11 - Jan. 22. Simply call to get in a virtual line and wait for a call from an advisor or counselor.

Apprenticeships: apprenticeship@kvcc.edu or 269.488.4873

Financial Aid: finaid@kvcc.edu or 269.488.4340

Internships: intern@kvcc.edu or 269.488.4635

IT (Computer) Help Desk: IT@kvcc.edu or 269.488.4250

- Texas Township Campus Computer Lab
8 a.m. - 8 p.m. Monday - Thursday
8 a.m. - 5 p.m. Friday
- Arcadia Commons Computer Lab
8 a.m. - 5 p.m. Monday - Friday
- Phone and Email Support
During lab hours
10 a.m. - 3 p.m. Saturday and Sunday

Kalamazoo Promise Services: mmorales@kvcc.edu or 269.488.4515

KVAAP: kvaap@kvcc.edu or 269.373.7946

Life Resources: cdunten@kvcc.edu or 269.488.4040

Office of Early/Middle College and Dual Enrollment: earlymiddlecollege@kvcc.edu or 269.488.4509

Office for Student Access: studentaccess@kvcc.edu or 269.488.4397

Pay Station: paystation@kvcc.edu or 269.488.4162 (open for in-person payments beginning Jan.11)

- Make payments online 24/7. Log into MyValley and select the Pay Tuition Bill option under My Links to be directed to the payment portal
- Payment plans are still available for the winter semester. Log into MyValley account and select Payment Plan under My Links to enroll today.

Prior Learning: lbrooks@kvcc.edu or 269.488.4873

Student Employment Relations: careercenter@kvcc.edu or 269.488.4040

Student Strengths Development: strengths@kvcc.edu or 269.488.4040

Student Success Services: success@kvcc.edu or 269.488.4040

Transfer Resource Services: ebell@kvcc.edu or lfunk@kvcc.edu or 269.488.4040

Testing Center

(TTC): testcenter@kvcc.edu or 269.488.4235

- In-person testing by appointment only
- Some remote services available
- 8 a.m. - 7 p.m. Monday - Thursday | 8 a.m. - 5 p.m. Friday (starting Jan. 19)

(AWH): acctestcenter@kvcc.edu or 269.373.7800

- In-person testing by appointment only
- Some remote services available
- 10 a.m. - 7 p.m. Monday - Thursday | 8 a.m. - 5 p.m. Friday (starting Jan. 19)

Tutoring: learningcenter@kvcc.edu or 269.488.4397

- Tutoring for math and writing will be available by drop-in remotely
- Remote appointments will also be available for other course offerings.

Veteran Services: cheidelberg@kvcc.edu or 269.488.4040

All students and guests who schedule in-person appointments are required to adhere to **strict safety measures**.

- Face coverings must be worn properly at all times.
- When possible, proper social distancing of a minimum of six feet must be observed.
- Frequent hand washing along with the use of hand sanitizer.
- Completion of a daily **health assessment** prior to arriving on campus.



Need something from the Kalamazoo Valley Bookstore?

Order online at bookstore.kvcc.edu, 24 hours a day, 7 days a week. Choose in-store pickup or ship for just \$5 (orders ship within two business days).

Pick-up in-store at the Texas Township Campus
Monday - Friday from 9 a.m. - 5 p.m.

Orders sent to Anna Whitten Hall can be picked up at the front desk, 72 hours after the order is placed.
This week's hours are 10 a.m. - 2 p.m.
Subsequent weeks, the hours are 8 a.m. - 5 p.m. Monday - Friday

In-Person Assistance (through Jan. 29)
Texas Township Campus, Room 4370-4380
1 - 4 p.m. Monday, Wednesday and Friday
9 a.m. - 1 p.m. Tuesday, Thursday

Visit the bookstore website bookstore.kvcc.edu for additional information.

LIBRARIES

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Kalamazoo Valley Libraries: Winter 2021! We're Ready - Are You?

Winter semester is approaching fast. Do you need some help getting started? Kalamazoo Valley Libraries is here to help! Library staff are standing by online to help answer any questions you have and connect you to the resources you need. We can loan you **laptops** and **hotspots**, check out books, and print and deliver documents via curbside service. We can also help you access your course reserves, show you how to properly format a paper and cite sources, or help you with tough research questions over the phone, email, or Zoom. Through our 24/7 chat service, research and citation help are available at any hour. Are you ready for 2021? We're ready for you!

- Call: 269.488.4380
- Email: libraries@kvcc.edu
- **Chat** with us
- Follow us on **Instagram**
- Online: <https://www.kvcc.edu/library/>
- **Loaner Laptop Application**
- **Loaner Hotspot Application**

Semester Break Hours (through January 15):

In-Library, Virtual & Curbside Assistance:

Texas Township Campus Library (TTC)

8 a.m. - 5 p.m. Monday - Friday

Semester Hours (starting January 16):

Virtual Assistance:

7:30 a.m. - 9 p.m. Monday - Thursday

8 a.m. - 5 p.m. Friday

10 a.m. - 2 p.m. Saturday

In-Library Assistance:

Texas Township Campus Library (TTC)

8 a.m. - 5 p.m. Monday - Friday

Anna Whitten Hall (AWH)

10 a.m. - 2 p.m. Tuesday - Friday (Week of Jan 19)

8:30 a.m. - 4:30 p.m. Monday - Friday (beginning week of Jan. 25)

ADVISING & COUNSELING

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Self-Care Strategies for Your Mental Health

1. **Make time for self-care.** Brainstorm a list of self-care activities that make you happy and schedule them as part of your daily routine. This could be structured therapy sessions or daily exercise or simply an outdoor walk or time with loved ones.
2. **Be kind to yourself.** Change can be hard and often takes time. Allow yourself to have feelings and forgive yourself for mistakes. You are here and doing your best, and that's what counts.
3. **Make sleep a priority.** Studies have [found](#) that sleep and mental health are connected. In fact, approximately 65 to 90% of people with major depression also experience a sleep problem. This year, try to go to sleep a little bit earlier every night and give your body the rest it needs.
4. **Limit your screen time.** Spending too much time on your phone or computer can [impact](#) your quality of sleep, your relationships and even lead to feelings of depression and anxiety. Be conscious of how much time you're spending online and the impact it has on your mental health and make adjustments, if needed.
5. **Learn more about mental health.** One of the best ways to improve your mental health is to understand it. There are online resources available that provide information about common mental health and substance use conditions or you can talk to medical professional to learn more about your specific situation.

Instead of making sweeping New Year's resolutions to achieve overnight, create a few realistic goals that will have a long-lasting impact on your mental health and happiness.

Student Life and Engagement 
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Get Involved on Campus (Virtually)

The Office for Student Life and Engagement is here to connect you with a number of events in our new virtual space. From meeting with transfer colleges, to making a budget, to learning about your strengths - our office offers learning opportunities outside the classroom. Meet new people and connect with campus contacts to make your college experience count. Upcoming events include:

Jan. 20 | Western Wednesday | 10 - 11 a.m.

Future Broncos! Connect with admission representatives and advisors from across the WMU university systems. [RSVP](#) to receive the Zoom link.

Jan. 21 | Student Meet & Greet | 1 - 2 p.m.

Meet new and existing Valley students. [RSVP](#) to receive the Zoom link.

Jan. 26 | Organize It! | 3 - 4 p.m.

Get tips on how to organize and manage your virtual life. [RSVP](#) to receive the Zoom link.

Jan. 26 | Sister 2 Brother | 3 - 5 p.m.

S2B events are for students looking to network, discover, and develop leadership skills. [RSVP](#) to receive the Zoom link.

Jan. 28 | Student Strengths Connections | 1 - 2 p.m.

Know your top 5 Strengths, but still wondering what it looks like to apply them to your daily life and goals intentionally? Join us for story-telling and conversations of real-world application with students and staff who incorporate Strengths into what they do best every day. [RSVP](#) to receive the Zoom link.

College Social Media

Be sure to like us on [Facebook](#) and follow us on both [Instagram](#) and [Twitter](#) for all of the latest campus news. Check out the [college calendar](#) for upcoming events and activities at the college and in the community.

OFFICE OF DIVERSITY AND INCLUSION

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Celebrate Martin Luther King Jr. Day

Kalamazoo Valley Community College, Western Michigan University and local partners continue their tradition of honoring slain civil rights icon Martin Luther King Jr. with a series of virtual events. This year's theme is "None of Us is Free Until All of Us Are Free." For details and registration information about any of the events, contact Kalamazoo Valley's Director of Diversity and Inclusion, Trice Batson, tbatson@kvcc.edu or 488.4119 or see the MLK Jr. Day 2021 Celebration page at wmich.edu/mlk.

FINANCIAL AID OFFICE

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Deadline Approaching for Application for Kalamazoo Community Foundation Scholarships

This article is used by permission and was originally published in the Kalamazoo Community Foundation 2020 Winter UPDATE newsletter.

The deadline to apply for Kalamazoo Community Foundation (KZCF) scholarships is March 1, 2021 for graduating high school seniors, current college students and non-traditional students. No matter where you are, or where you are headed, you are an integral part of this community and KZCF wants to help you get to where you want to be. The scholarship funds at KZCF seek to recognize academic achievement as well as achievement in sports and creative arts. As an example, the Wade and Clio Van Valkenburg scholarship was established by Wade Van Valkenburg, a former Kalamazoo judge, and specifically helps students with a former criminal conviction pursue further education. Believe it or not, the KZCF even has a scholarship specifically for students who are studying trout! Scholarship applications are available online at www.kalfound.org/scholarships.

CENTER FOR NEW MEDIA

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Black Artists Exhibit Call for Entries

In collaboration with the Black Arts & Cultural Center, the Kalamazoo Institute of Arts and the Metropolitan Kalamazoo branch of the NAACP (National Association for the Advancement of Colored People), Kalamazoo Valley's Center for New Media will host its second Annual Black Arts Exhibit. The virtual event, held in observance of Black History Month, will highlight the works of local Black artists, and provide a shared connection to the rich black cultural heritage in the Kalamazoo area. Digital entries for the February art exhibit should be emailed to cparks@kvcc.edu by 4 p.m. on Jan. 29. All forms of creative art and mediums will be accepted. Images will be posted on the Center for New Media's [Instagram](#) and [Facebook](#) accounts. For Gallery Requirements, Exhibit Guidelines and the Call for Entries form, click [here](#).

HUMAN RESOURCES

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Part-Time Groundskeeper Position Available

Do you love working outdoors and need a part-time job? Consider becoming a groundskeeper at Kalamazoo Valley Community College. The college is hiring someone to work 15-29 hours per week with start times and responsibilities varying by season. Assigned duties include snow removal, putting down salt, trash removal for the entire campus, the trimming of trees, shrubs and ornamental grass, lawn mowing and pulling weeds. If you're interested, [apply now](#).



Need Food? Valley Food Share Can Help

Valley Food Share is an initiative designed to meet the immediate food needs of Kalamazoo Valley

students. Through the program, currently enrolled students can pick up a box, or a "share" which includes food grown locally and sourced through our own Food Innovation Center as well as nonperishable items from Kalamazoo Loaves and Fishes, to take home. The college has provided students with shares once a week for the last year.

Valley Food Share distribution is currently a drive-thru service on Thursdays between 2 - 4 p.m. alternating between the Food Innovation Center and the Texas Township Campus. You will receive an email each Thursday afternoon with a link to sign up for a box of food for the next week. If you come by car, we ask that you remain in your vehicle and the share will be placed in your trunk by college employees. If you come on foot or on a bicycle, please wear a face mask.

If you have any questions, please email foodshare@kvcc.edu

New to Kalamazoo Valley? Get Your Valley ID Card Now



As a new student, you need to get a Valley ID card. A Valley ID card is needed to use many student services, including parking validation, testing and door access at our downtown campuses.

We are happy to produce your student ID card virtually using the Student Information Center. Here's what you need to do:

- Take a clear, front-facing, head and shoulders photo of yourself
- Upload your photo and required information [here](#) (you'll need to log into your MyValley account)

Once we verify your ID, we'll link your photo to class rosters and send your ID in the mail. It may take up to two weeks for you to receive your Valley ID in the mail, so upload your photo today. **You must be signed up for classes for the winter semester and tuition must be paid before you will receive your ID.**

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Kalamazoo, MI 49003-4070

